

BALTIMORE CITY  
COMMISSION FOR HISTORICAL AND ARCHITECTURAL  
PRESERVATION

HISTORIC LANDMARK DESIGNATION PROCEDURE

1. The Department of Planning (C.H.A.P. staff) shall prepare a recommendation for Landmark designation, or;
2. The Property Owner or Public may request Landmark designation.
  - a. Write a letter to the Mayor of the City of Baltimore expressing a request that a property be designated as a Baltimore City Landmark.
  - b. Write a similar letter to the Executive Director of the Commission for Historical and Architectural Preservation (C.H.A.P.).
  - c. Write a similar letter to the appropriate City Council Representative, requesting their support.
  - d. The Department of Planning (C.H.A.P. staff) shall prepare a recommendation for Landmark designation.
3. Baltimore City Landmark Designation Hearings are scheduled at the discretion of the Commission.
4. Upon scheduling a hearing for a Landmark designation, the Department of Planning (C.H.A.P. staff) shall:
  - a. Send notification to the owner of record as identified in the Real Property File of the Maryland Department of Assessments and Taxation at the address provided therein of the proposal for Landmark designation. Notification to be sent by certified mail and regular mail, at least 10 days prior to hearing;
  - b. Post the proposal for Landmark designation on the Department of Planning/C.H.A.P. page of the Baltimore City website, at least 10 days prior to any public hearing on that request; and
  - c. Send notification to interested parties by first class mail. Interested parties may include, but not be limited to:
    - i. The City Council person representing the district of the proposed Landmark,
    - ii. Community associations, as identified in the Department of Planning Community Association Database, within the neighborhood(s) of the proposed Landmark,

- iii. Baltimore AIA,
  - iv. Baltimore City historic preservation organizations, and
  - v. Other interested parties identified by the Comprehensive Planner for the Planning District of the proposed Landmark.
- 5. The Commission shall present all nominations for Baltimore City Landmark designation in a regularly scheduled Public Hearing. If the proposed Landmark receives an affirmative vote of the C.H.A.P. the proposed Landmark shall be forwarded to the Planning Commission for review and vote.
- 6. Upon approval, the request for designation is written into an Ordinance and introduced into City Council.
- 7. The Ordinance is referred to the Urban Affairs Committee. The area is posted according to the City's zoning regulations, and a public hearing is held.
- 8. The Urban Affairs Committee reports to the City Council as to whether or not it recommends the designation of the Landmark. If the report is favorable, the 3<sup>rd</sup> reader of the Ordinance occurs the following weeks. The Ordinance is subsequently signed by the President of the City Council and the Mayor.
- 9. After designation, all exterior changes to the Landmark must be approved by C.H.A.P. in accordance with its rules and regulations.